

SWIM MEET JOB DESCRIPTIONS (listed alphabetically)

Not all jobs are needed at all meets. Some jobs are just needed at invitational/champs meets, and some jobs are only required from the home team.

- **Announcer:** This is a great job for someone with a strong voice and an ability to correctly pronounce names. The person in this role announces the names of the swimmers in each event, make any other necessary announcements, and work with the Starter/Referee to keep the meet moving quickly and smoothly. (1, usually from the home team)
- **Awards/Post Results:** In the case of hosted invitational or champs meets, the awards/results posting personnel work with the lap-top/scoring person to obtain a copy of the results of each event to post and also to receive labels (usually every 3-4 events) to stick on the medals and ribbons and sort the awards into bags for each team. (2-3)
- **Back-up (or Extra) Worker:** A few extra volunteers are assigned at each meet in case of last-minute situations (for example, an assigned worker gets sick).
- **Check-in assistant:** Assists meet director at hosted invitational/champs meets only in checking in volunteers (from our team as well as other league teams) and all teams' coaches. Also, during check-in, volunteer supplies and coaches' packets are distributed. Must arrive 20-30 minutes before the called warm-up time. Job is complete shortly after the meet begins. (1)
- **Deck Parent:** The deck parent has a copy of the meet events for the swimmers. The deck parent will line swimmers up at the blocks and get them motivated to swim. In order to be a deck parent, volunteers are required to obtain their clearances (1-2 per age group for swimmers 12 and younger)
- **Door Monitor:** Is responsible to stay at the entrance of the pool and ensure that non-working parents stay off the deck and that swimmers are (fairly) dry and wearing shoes before leaving the deck. (1-2)
- **Finish Judge:** These judges stand at the end of the pool and observe the end of the race. They help decide the order in which the swimmers finished the event (i.e., who won). No technical knowledge of swimming is required, but it does require a keen ability to focus attention for close races. (2, usually 1 per team)
- **Head (Back-up) Timer:** Starts a watch for each heat and watches to see if any lane timers indicate that they missed the start. If so, the back-up timer gets the finish time for that lane. (2, usually 1 per team)
- **Heat Winner Ribbons:** These volunteers identify the winner of each heat and give them a prize (usually a ribbon) – needed for hosted invitational/champs meets only.
- **Lane Marshal:** In the case of hosted invitational or champs meets, the lane marshals are assigned 4 lanes of the pool (1-4 or 5-8) and are responsible for receiving the organized swimmers from the ready bench and placing them in order behind the blocks for the correct lanes. (2)
- **Pool set-up/Tear down:** A crew of 3-4 people is needed at each home meet to ready the pool area for competition. This includes setting up the electronic touch pads and lane lines and assisting with any other set-up/break-down needed (e.g., snack bar). This crew must arrive early for home meets and stay about 30 minutes after the end of each home meet. (3-4)
- **Sales/Distribution:** These volunteers are responsible to arrive 20 minutes before the called

warm-up time to distribute ordered team items (such as apparel) or sell champs or invitational shirts/ programs (if any). (1)

- **Ready Bench:** In the case of hosted invitational or champs meets, the ready bench personnel receive swimmers of all teams as their coaches send them to line up for their races. They organize the swimmers into the appropriate event, heat, lane, order then hand them off to the lane marshals right before their race. (2-4)
- **Runner:** After each race, the runner collects the time sheets from the timers in each lane, finish judge slips, stroke and turn judge slips, and any slips from the starter/referee and takes them to the scoring table. The runner stays on the move throughout the meet, so it's great exercise. (1-2)
- **Scoring Table:** The timing system uses an electronic signal from the starter's device and the touch pads in the pool to determine the swimmers' times and order of finish. This information is displayed on the scoreboard and is fed into the computer program used by the scorekeeper who keeps track of the official results using meet software. Timer sheets and other documentation are also used and need to be organized as the runner brings them to the table. On-the-job training will be provided. (3 home, 1 away)
- **Snack Bar:** The snack bar is a great place to work if for those volunteers not interested in watching the whole meet. This is an important fund raiser for the team, as we raise money for end-of-the-season awards and other extras this way. Snack bar volunteers get to interact a lot with both kids and parents and can always get away to watch their children swim. (2-3 home)
- **Starter/Referee:** This is the most technically demanding job in terms of swim rules. The Starter/Ref runs the events in the meet by ensuring that the swimmers start simultaneously and oversees all the other meet officials. This is a leadership position that requires experience (as a stroke & turn judge) and a take-charge personality. It is up to the Starter to keep the meet moving. (1, usually from the home team)
- **Stroke & Turn Judge:** These judges determine whether a swimmer touched the end of the pool during a turn and whether the technical aspects of the swimming stroke were legal. It requires knowledge of the US Swimming stroke regulations, and a willingness to fairly disqualify swimmers when appropriate. There is also a required training program provided by the league/team followed by shadowing with an experienced judge prior to performing the job independently. (2 total, usually 1/team)
- **Timer:** This is the most popular meet job among both new and experienced swim parents. Timers use a stopwatch to time the swimmer in their assigned lane. There are typically three timers per lane, and the median of the times is used as the official time (or as backup for electronic timing systems). It's cooler on the pool deck than in most observation balconies, and timers get a much better view of the action. One timer will also record the times on a timing sheet, and one will also hand the sheet to the runner. (18-24 total usually ½ per team)
- **Volunteer Coordinator:** This is usually the boy's or girl's representative. The Volunteer Coordinator is responsible for making sure everyone is available for their job before the start of the meet. The Volunteer Coordinator will hand out watches to our timers and find substitutes for any job needing to be filled. The person in this role is very busy during warm-up before the meet starts. When everyone is in their positions, they stay visible in case volunteers have questions or other assistance is needed to facilitate the smooth running of the meet. They can sometimes find time to sit and cheer on the team (especially at away meets). When the meet is over and the Volunteer Coordinator collects the stopwatches. (1)